



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY EXEC DIRECTOR FOR POLICY RESEARCH

Job Number: 20001548

Job Code: 80560V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 10/01/1999

Job Revised: 05/16/2008

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as Deputy Executive Director for the Governor's Office for Policy Research. Formulates and executes the planning, research and analysis of public policy issues. Evaluates print and electronic media data for applicable information from which governmental planning is based and serves as a resource person for researching current trends and actions by other governmental entities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in public administration, business administration, finance, economics, planning, political science or a related field.

EXPERIENCE:

Must have five years of professional experience in the development, research, planning, teaching and/or analysis of public policy issues, budget planning and implementation, governmental financial analysis or statistical analysis.

Substitute EDUCATION for EXPERIENCE:

A Ph.D. in one of the above areas of education will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the development, research, planning, teaching and/or analysis of public policy issues, budget planning and implementation, governmental financial analysis or statistical analysis will substitute for the master's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Has responsibility for assigning and analyzing research prepared by the staff of the Governor's Office for Policy Research. Provides research and policy development analysis to the Governor on public policy issues that may impact the Commonwealth. Performs evaluation of national trends and actions by the federal government, other state governments and other governmental entities. Develops strategies to assist the Governor in implementing changes in public policy. Identifies policy issues both from within state government and from national sources and develops research strategies. Initiates and conducts research on issues using internal and external resources. Serves as a point of contact and directs research and analysis performed by outside consultants, universities and other data sources.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. Some travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.